

Street Address: _____



Town of Morehead City

*Policy Statement
September, 1995*

Process for Zoning Ordinance Text and Map Amendment

1. Submit application and fee (\$200.00) to the Planning Department at least 28 calendar days prior to the Planning Board meeting. (Planning Board meets the third Tuesday of each month.)
2. Once a completed application has been received, the Planning Staff shall forward the application to the City Manager. The City Manager shall schedule a public hearing during the first Council meeting following the Planning Board meeting.
3. The Planning Staff will then advertise the public hearing which shall include the date of the public hearing as well as the date of the Planning Board meeting.
5. The Planning Board will review the request and make a recommendation to the Town Council in accordance with the Morehead City Zoning Ordinance.
6. The Planning Board's recommendation shall be forwarded to the Planning Committee of the Council for review and recommendation.
7. The Council shall hold the public hearing. Following the public hearing, the Council will determine whether to grant the rezoning request. If granted, the property is rezoned. If the request is not granted, then the property is not rezoned.
8. The applicant is billed for any and all costs incurred for mailings and advertising.

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To Be Completed by Staff:

Application Received On: _____

Application Status: _____ Complete _____ Incomplete Amount of Filing Fee Paid: _____

Application Review Completed by: _____ Date: _____

Street Address: _____



**TOWN OF MOREHEAD CITY
BASIC REZONING APPLICATION**

STREET ADDRESS: _____

PROPERTY OWNER INFORMATION:

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

APPLICANT INFORMATION (if different from property owner):

Name _____

Address _____

Phone # _____

Email Address _____

PROPERTY INFORMATION:

Tax PIN#(s) _____

Total Acreage _____

Property Dimensions _____

Flood Zone(s) _____

Current Zoning Designation(s): _____

Proposed Zoning Designation(s): _____

Land Use Plan Classification: _____

Land Use Plan Neighborhood: _____

Corporate Limits (Check): _____ Located in Morehead City limits.

_____ Located in Morehead City extraterritorial jurisdiction.

_____ Annexation application submitted and is pending.

NOTE: Applications are due 28 days prior to the Planning Board meeting.
Incomplete applications will not be accepted and will be returned.
(A basic rezoning complete application includes this application, filing fee, a statement on what impacts the rezoning will have on City services as it relates to public health, safety and welfare and a statement on how the rezoning fits with the development policies outlined in the Land Use Plan.)

I understand that if the application is not complete that I will have to resubmit and this item will not be scheduled as a Planning Board agenda item until the application is complete.

Applicant Signature & Date

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To Be Completed by Staff:

Application Received On: _____

Application Status: _____ Complete _____ Incomplete Amount of Filing Fee Paid: _____

Application Review Completed by: _____ Date: _____

Street Address: _____



TOWN OF MOREHEAD CITY CONDITIONAL USE REZONING SUPPLEMENT

Conditional use zoning allows the City to approve a rezoning proposal for a specific use with reasonable conditions to assure the compatibility of the use with surrounding properties. Any use permitted under this process must also conform to the development regulations for the corresponding general zoning district. This is a voluntary procedure which is intended for firm development proposals. The public hearing for conditional use rezonings shall be conducted in a quasi-judicial manner.

Required Submittal Information:

- _____ Basic Rezoning Application
- _____ Schematic Plan drawn to scale, include at a minimum:
 - _____ boundary survey, including total acreage, present zoning, date and north arrow
 - _____ existing easements, reservations, rights of way and zoning setbacks for proposed zoning district
 - _____ proposed use of land and location/size of structures, if residential include # of units
 - _____ traffic, parking and circulation plans, include arrangement of parking spaces and access points to adjacent streets.

Other items you may be asked to include on schematic plan are:

- Proposed buffering
- Landscape plan
- Location of FEMA Flood Zones
- Existing and proposed Topography at not more than 2 foot contour intervals
- Detailed structure data (i.e. height, etc.)
- Proposed number and location of signs
- Project phasing, if applicable and anticipated completion date
- Any other additional information deemed necessary to evaluate the request.

- _____ List of conditions that are being proposed by the applicant
- _____ Subdivision Application if conditional use request includes a potential subdivision of land

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To Be Completed by Staff:			
Application Received On: _____			
Application Status:	_____ Complete	_____ Incomplete	Amount of Filing Fee Paid: _____
Application Review Completed by:	_____		Date: _____

Street Address: _____



**TOWN OF MOREHEAD CITY
PLANNED DEVELOPMENT REZONING SUPPLEMENT**

It is strongly recommended that applicants consult with Staff prior to submitting a Planned Development application.

Required Submittal Information:

- _____ Basic Rezoning Application
- _____ Sketch Development Plan representing the applicant's general impression of the anticipated pattern of development, including:
 - _____ anticipated pattern of development, including street system;
 - _____ property lines;
 - _____ proposed building sites;
 - _____ utility easements;
 - _____ proposed density;
 - _____ adjoining property owners;
 - _____ existing zoning of tract and adjoining parcels; and,
 - _____ any other information required by the Planning Board.
- _____ Property Owner Report
 - _____ Identify all Property Owners within Area Proposed to be Rezoned
 - _____ Include evidence of agreement between all property owners to proceed with proposed development upon approval of PD district
- _____ Subdivision Application
- _____ Proposed Floor Area Ratio
- _____ Proposed Number of Units
- _____ Proposed Open Space Calculations

Site Development Master Plan

Following approval of a Planned Development District, a site development master plan must be submitted to the Planning Board and Council for approval. This requires an additional public hearing.

Required information to be included on a Site Development Master Plan can be found in Article 12-1.6 of the Unified Development Ordinance.

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To Be Completed by Staff:			
Application Received On: _____			
Application Status:	_____ Complete	_____ Incomplete	Amount of Filing Fee Paid: _____
Application Review Completed by: _____			Date: _____